

CORRECTIONS OFFICER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of duties to maintain custody and control of inmates being detained in the City's detention facilities; enforce laws and departmental regulations that apply to detention and corrections; perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the lower level class in the Corrections Officer series. This class is distinguished from the Sr. Corrections Officer by the performance of the more routine duties and is not expected to perform with the same independence of direction and judgment.

SUPERVISION RECEIVED

Receives direct supervision from the Corrections Sergeant or designee and higher level staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Conduct routine patrol of detention facilities and grounds to ensure the safety and security of inmates; enforce laws and ordinances pertaining to detention.
2. Supervise inmates during meetings, recreational and visiting periods, mealtimes, work assignments or related activities.
3. Assist with admission and discharge processing; issue clothing and supplies to new inmates, process transfers and arrange transportation to and from court and other corrections facilities; carry a firearm during certain work activities.
4. Conduct visual and physical searches of inmates for contraband, weapons or narcotics; check on the orderliness and sanitary conditions of inmate quarters; arrange for clean up of areas as required.
5. Enforce inmate rules and regulations and apply disciplinary action as required.
6. Prepare routine reports on operations and activities; maintain a variety of logs and ledgers.
7. Maintain inventory records of inmates' possessions; release properties and money as required.

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Essential Functions:

8. Assist with control room operations, answer phones, assist callers with inmate information and answer general inquiries.
8. Monitor fire and safety conditions of the facility; monitor fire alarm panel, video screens and related security equipment.
9. Assist in securing facility during situations of unrest; follow outlined procedures for lockdown; assist with investigating incident and write reports on situation.

Marginal Functions:

1. May assist with coordinating inmate information with outside agencies and jurisdictions.
2. May participate in public education and school information programs; may interact with citizen groups.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic methods and procedures of corrections and law enforcement.
Basic corrections and law enforcement regulations.
Basic first-aid and CPR practices and techniques.
Basic self-defense tactics.
General laws pertaining to the operation of a correctional facility.
Basic report writing techniques.

Ability to:

Learn to interpret and enforce laws pertaining to detention and corrections.
Learn to interpret and enforce federal, state and local laws and departmental regulations.
Learn and administer first-aid and CPR techniques.
Learn practices and procedures to be used in emergency situations.
Learn public relations practices.
Learn to operate a computer.
Learn security procedures.
Use and properly care for firearms.
Observe details accurately, recognize suspicious behavior.
Understand and carry out written and oral instructions.
Prepare reports.
Learn the operation of standard equipment and facilities required in the performance of assigned tasks.
Meet the physical requirements established by the department.
Communicate clearly and concisely, both orally and in writing.
Obtain P.O.S.T. basic certification.

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Ability to:

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- *Subduing resisting individuals*
- *Chasing fleeing subjects*
- *Running, walking, crouching or crawling during emergency operations*
- *Moving equipment and injured/deceased persons*
- *Climbing stairs/ladders*
- *Performing life-saving and rescue procedures*
- *Walking, standing, or sitting for extended periods of time.*
- *Operating assigned police equipment and vehicles.*

Effectively deal with personal danger which may include exposure to:

- *Armed/dangerous persons*
- *Communicable diseases*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment and vehicles.*

Maintain mental capacity which allows the capability of:

- *Exercising sound judgment and rational thinking under dangerous circumstances*
- *Evaluate various options and alternatives and choose an appropriate and reasonable course of action*
- *Demonstrate intellectual capabilities during training and testing processes.*

Experience and Training Requirements

Experience:

One year of work experience, preferably in the field of corrections or law enforcement.

Training:

Equivalent to graduation from high school.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application.

Must be twenty-one years of age and a citizen of the United States on the date of application.

Possession of Nevada P.O.S.T. category III basic certification, as approved by the department, within one year of the date of hire, and maintenance thereafter. (Please note: P.O.S.T. certification requires qualifying with a firearm at least twice each year.)

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WORKING CONDITIONS

Environmental Conditions:

Work in a detention facility environment; work in potentially life-threatening conditions; exposure to dangerous persons, firearms, bodily fluids, noise; frequent work outdoors, occasionally in inclement weather conditions.

Physical Conditions:

Walking, running, crawling, climbing, stooping and lifting; essential and marginal functions may require maintaining physical condition necessary for walking and standing for prolonged periods of time.

ARB
REV 1/29/01 (minor changes to environmental conditions)
FLSA and City: nonexempt

Approved 1/29/01